

Memorandum

DATE: January 26, 2009

TO: Mayor and Council

Leadership Team

FROM: Robert L. Olander, City Manager

RE: City Council Work Plan - Quarterly Update – 4th quarter 2009

What follows is the fourth quarter 2009 update of the City Council work plan for 2009-2010.

City Council Goal 1: Implement the adopted Community Vision by updating the Comprehensive Plan and key development regulations in partnership with residents, neighborhoods and businesses

Complete Southeast Area Neighborhoods Plan

The Southeast Area Neighborhood Plan Citizen Advisory Committee (CAC) met more than a dozen times between September and November 2009 and completed its work in mid-November. The committee's work was presented at a Planning Commission study session in late November and is tentatively scheduled for a Public Hearing before the Planning Commission on February 4, 2010.

Complete Town Center Plan

Staff began work on the Town Center Plan in the second quarter of 2009, and an open house was held on October 29. In November, staff reviewed the information gathered during the open house and prepared for discussions with the Planning Commission, which will begin on January 7. These discussions with the Planning Commission will consider the long-term vision for the Town Center Subarea. Staff anticipates a subarea plan draft and possible Council adoption in summer 2010 to coordinate with the Transportation Master Plan.

<u>Update the Tree Regulations</u>

Staff has been working on the tree regulations since March of 2009. The Planning Commission has discussed this item at five sessions, and staff will include the Commission's ideas in its initial proposal which staff will be preparing over the next two to three months. Staff will present an update on the tree regulations in the 2nd quarter of 2010.

Adopt New Residential Density and Incentive Regulations for RB Zones

The Planning Commission's Public Hearing on the MUZ (the Mixed Use Zone), which would replace the Regional Business (RB) zone, was held on September 17, 2009 and continued to October 1. The Commission's recommendation was sent to the Council for review on October 19, and Council adopted the ordinance establishing the MUZ on October 26.

Complete draft Urban Design, Capital Facilities, and Park elements of the Comprehensive Plan Staff will develop a scope of work for these elements in the second quarter of 2010, with the update work likely to begin in mid-2010.

City Council Goal 2: Provide Safe, Efficient, and Effective Infrastructure to Support Our Land Use, Transportation and Surface Water Plans

Update the Transportation Master Plan

Work on the Transportation Master Plan (TMP) update is underway. The City's consultant, DKS Associates, has begun work on the traffic modeling and will be evaluating several future land use scenarios as part of their work. Henderson, Young and Associates, a sub-consultant to DKS, has also begun work on revisions to the City's concurrency standards in association with the TMP update. Staff will undertake the remaining tasks within the update, including development of the Bicycle and Pedestrian Plan and Transit Plan. The update of the TMP is expected to be a 12-18 month process. Development of the Bicycle and Pedestrian Plan and Transit Plan are anticipated to be early phase products.

Develop Citywide Trail and Bicycle Connection Plan

Work on development of a Bicycle and Pedestrian Plan has begun as part of the TMP update. Staff will be preparing this plan and it is anticipated to be an early phase product in this update. A Bicycle and Pedestrian Advisory Committee, which has been created to act in an advisory role to staff in development of this plan, had 11 residents apply and all were selected to serve on the committee. This group has met four times this year and anticipates meeting four to five more times in 2010.

Maximize Effectiveness of Local Transit Service

Development of a Transit Plan will also be part of the TMP update. The Transit Plan will be prepared by staff and is anticipated to be an early phase product in this update.

Metro Transit announced that it would implement minor service suspensions in 2010. These suspensions will be applied in accordance with Metro's service reduction policy, which requires that approximately 60% of the service reduction occur in the west subarea. It is unknown how those reduced hours will be restored. The King County Council will be establishing a regional task force in 2010 to evaluate Metro's service allocation and reduction policies. A 25 cent fare increase will be implemented in 2010, as well as an additional 25 cent increase in 2011. The RapidRide line (BRT) on Aurora Avenue North is still scheduled for implementation in 2013.

Negotiate Acquisition on Seattle Public Utilities Water System in Shoreline

In the third quarter, staff began initial research on the Seattle Public Utilities Water System in Shoreline. This research will feed into a draft acquisition proposal that will be brought to the City Council for review in 2010.

Update the Surface Water Master Plan and Priority Basin Plans

The Thornton Creek Basin Plan was completed in November 2009. The planning and preliminary study to develop the scope of work for the Boeing Creek Basin Plan will begin in 2010. The goal is to develop policies and a set of actions to be completed in the watershed that will address flooding, fish habitat, and water quality problems in a comprehensive and affordable manner.

Simultaneously, in 2010, a Surface Water Management (SWM) Rate Study and Implementation Plan will occur as the City begins to complete more of the individual stormwater basin plans (e.g. Thornton Creek). A comprehensive review of the utility's ability to meet specific operational and capital demands will include prioritizing the individual basin plans into the Master Plan. Reviewing the demands on operations to maintain the capital infrastructure and reviewing the long term goals and their impacts to services and programs within the utility, as well as assessing the increasing demands of sustainability and environmental protection, will also be necessary. This study will provide the necessary information to optimize the management of the Surface Water Utility.

Provide Leadership and Advocacy at the Regional Level for Sustainable Land Use, <u>Transportation and Basin Plans</u>

Staff continues to attend regional forums and regional planning processes related to sustainable land use, transportation and regional basin plans, such as the King County Flood Control Zone District, Puget Sound Regional Council Regional Project Evaluation Committee (PSRC/RPEC), and King County Project Evaluation Committee (PEC). Staff is also working with the Washington State Department of Transportation, King County, Metro, and Community Transit on developing a transit oriented development project at the 192nd Park and Ride. We have also prepared and submitted comments on the PSRC's Transportation 2040 Regional Transportation Plan DEIS.

City Council Goal 3: Implement the Economic Development Strategic Plan

Work in Partnership to Develop a "Transit-Oriented Development" Plan for the Aurora Park and Ride Lot at N. 192nd Street

The Washington State Department of Transportation (WSDOT) completed an evaluation of the Aurora Park and Ride facility at 192^{nd} Street in the first quarter of 2009 (\$8.2 million value), and is also reviewing their Master Plan for the site. City staff is continuing to work with WSDOT representatives Dave McCormick and Diane Hilmo on this project. There is also interest from the Shoreline Community College to consider the 192^{nd} Park and Ride as a potential Workforce Development Campus. There is a developer who has also indicated their interest in developing a Campus/TOD development at this site.

<u>Continue to Support Small Business Development and Expansion and New Investment in</u> Shoreline

In addition to the ongoing business education program being managed by the Shoreline Community College Business Accelerator Program, Mark McVeety of the Accelerator Program and Shoreline Economic Development Program Manager (EDPM) Mark Mayuga have also created a small business support program called "OPEN FOR BUSINESS", which is designed to support the business community in Shoreline with educational, networking, and informational classes and workshops. In the fourth quarter of 2009, this program has been applied to the

Aurora Corridor project. The goal of this initiative is to visit each affected business along the construction zone, offering information on marketing, business growth, resources, networking opportunities, and best practices.

Encourage the Development of Clean Technology and Green Jobs

Staff continues to have discussions with the Shoreline Community College Solar and Energy Efficiencies Program about ways the City can support their initiative.

Facilitate Partnerships with the Economic Development Advisory Committee, Forward Shoreline, the Shoreline Chamber, Shoreline Community College, and Others

The Economic Development Advisory Committee (EDAC) continues to discuss the economic landscape of Shoreline and ways to attract businesses here. In the fourth quarter of 2009, the EDAC began discussing the Town Center Master Plan, and all EDAC members responded to a series of 10 questions that asked for their input regarding potential Town Center development.

The EDPM continues to work with the Shoreline Community College in the areas of Small Business Development Education, Automotive Tech, the Registered Nursing Program, and student housing. In the fourth quarter of 2009, College President Lee Lambert, the EDPM, and Hanover Pacific Development president Robert Kim met with WSDOT to discuss building student housing and a college conference center at the WSDOT Emergency Operations Center site. WSDOT will be making their final recommendation on this proposal in January 2010.

The EDPM also continues to work with various committees of the Shoreline Chamber of Commerce. In the fourth quarter, the EDPM helped the Chamber Ambassadors program stage a grand opening event for "Casper's BBQ, a Taste of the South", which attracted over 80 Chamber members and Shoreline residents. The Chamber is also participating in the "OPEN FOR BUSINESS" program.

<u>Develop and Implement a Strategy to Utilize the Arts, Culture, and Historic Resources as an Economic Catalyst</u>

The EDPM continues to work with the Shoreline/Lake Forest Park Arts Council to promote their events and seek out sponsorship opportunities. Staff has proposed to the Arts Council Board to move their annual festival to the new City Hall Site, and the Board is considering the concept.

City Council Goal 4: Create an "Environmentally Sustainable Community"

Complete the Green Street Demonstration Project

The Public Works Department has selected 17th Avenue NE between 145th and 150th Street as the Green Street Demonstration project area. The final design of the project has been completed, and because the American Legion had many events scheduled for the holidays, the project will be advertised in mid to late January 2010, with construction completed before summer. In addition to the design and capital improvements, staff has prepared a draft community program to help the residents along the street reduce their negative impact on the environment. Staff is also finishing up a grant to replace the current streetlights on 17th Avenue NE and on NE 150th Street with LED technology.

Distribute available information to homeowners and builders regarding residential Green Building programs

Staff is working with King County Green Building staff to create a brochure specifically for seniors who do not have access to computers. The brochure will be available in the second quarter of 2010. For residents who want to see various potential remodeling options already incorporated into a business and home(s), Green Building workshops and/or a tour will be scheduled in the City Hall for the second quarter of 2010.

Implement a comprehensive environmental purchasing policy

The Green Team, in consultation with the Finance Department, is continuing work on specific standards and guidelines of the purchasing policy, and each element of the policy will be reviewed and adopted by the Leadership Team. The team hopes to provide Council with an update in June 2010 and to finish the policy development by the end of 2010.

Expand community outreach and information efforts to reduce waste, recycle, and conserve energy

The City is working with CleanScapes to promote a Community Waste Reduction Rewards Program for residents to team up with neighbors in the same garbage collection area to reduce waste and win a community improvement project installed by CleanScapes. In the fourth quarter, CleanScapes staff presented the program at various Neighborhood Association meetings, and worked with King 5 News to produce and air a televised story of one Shoreline family of four that only produces 10 gallons of garbage monthly.

Establish baseline indicators and a tracking system to monitor progress and flag needed adjustments

Staff is working on setting up an online indicator tracking and reporting tool called SEE-IT, which is produced by Visible Strategies. Allocation of the Energy Efficiency Block Grant, which is currently waiting for final approval from Council and the US Department of Energy, includes funding for this tool. A contract is on target to be executed with Visible Strategies by the end of the first quarter of 2010. The Green Team is continuing to review and develop the data sources for tracking, analysis and reporting of the potential indicators.

Climate Protection Extra Help position applicants will be interviewed in January to assist with data collection, input and tracking of carbon emissions with software developed by International Council for Local Environmental Initiatives (ICLEI). Eventually, this information will be added to SEE-IT for inclusion on the City's website.

City Council Goal 5: Complete the Projects Approved in the 2006 Parks Bond

Complete Hamlin Park and Cromwell Park Improvements

The Cromwell Park construction contract was awarded on June 22, 2009, and the project is in final stages of construction. The Hamlin Park construction contract was awarded on July 13, 2009, and construction is also in final stages. Construction is scheduled to be completed in the first quarter of 2010 with dedications for both parks in the second quarter.

Design and install trail corridor improvements

The City has contracted with Earth Corp for trail maintenance and improvements. City Construction began for soft surface trails within Hamlin Park this year and will begin soft

surface trail improvements at Shoreview and Boeing Creek Park in 2010. The City is working with Lake Forest Park on Interurban Trail and Burke Gilman Trail connectors in addition to a planning process for hard surface trails on surface streets in 2010.

Develop the Kruckeberg Botanic Garden Master Plan

Public meetings on the Kruckeberg Botanic Garden Master Plan will begin in 2010. Meetings with adjacent neighbors began in the fourth quarter 2009. It is currently anticipated that the Master Site Plan will be completed by the second quarter of 2010.

City Council Goal 6: Construct the Civic Center/City Hall Project

<u>Complete Construction of the Civic Center/City Hall and Construct the City Hall Parking Structure and Final Site Improvements</u>

The following project construction elements were completed in the fourth quarter 2009:

- Soils remediation on site
- Sidewalk, curb and gutter along Midvale Avenue N
- Concrete hardscape, stairway, stair landings and curb on site
- Striping and signage on the first floor of the parking garage

Additionally, recycled concrete to form the landscaped amphitheatre was imported, warranty issues and punch list items continued to be resolved, all Solar Voltaic Panels were fabricated and tested and are ready for installation in the first quarter of 2010, seal coating of the second level of the parking garage began and will continue as weather permits, and a Temporary Certificate of Occupancy was obtained for parking on the first level of the parking garage.

Dedicate and Celebrate the opening of City Hall.

A dedication ceremony and open house celebrating the grand opening of the Shoreline City Hall was held on October 10, 2009, and the first City Council meeting in the new Council Chambers was held on December 15.

Acquire LEED Certification

LEED Silver has been attained in the current design; however, all efforts by OPUS and staff continue to reach LEED Gold certification. Seattle City Light (SCL) and King County have been an integral part in helping to achieve LEED Silver by providing grant funding and rebates for energy conservation measures.

City Council Goal 7: Construct the Aurora Improvements from 165th to 205th Streets

<u>Award bid and complete construction of Aurora from North 165th to 185th Streets</u> The project was advertised for construction on Monday, October 5, 2009, and the City received

nine bids. Council awarded to the lowest bidder, Marshbank Construction, on November 16. Marshbank will receive notice to proceed on January 4, 2010. This autumn, Seattle Public Utilities, Puget Sound Energy and Ronald Wastewater have been moving their utilities and preparing for the Aurora project. A "Meet the Contractor" open house was held on December 4 and attended by approximately 25 businesses and property owners. KBA, the construction management firm managing the project, installed a construction office in the second floor of the Shoreline Professional Center (17544 Midvale Avenue N.)

Complete design, acquisition, and bid for Aurora from North 185th to 192nd Streets
The design team completed the 30% milestone. Final design and right-of-way acquisition continues, and we expect to advertise in late spring/early summer 2010.

Continue to seek funding for the last section of Aurora

Staff received a \$5.5 million dollar grant from the State Transportation Improvement Board (TIB) for the 185th to 192nd Street segment of Aurora, as well as a \$950,000 allocation from the federal government as part of their 2009 budget process. The Aurora 185th to 205th project is recommended to receive \$5.5 million in the Puget Sound Regional Council process for allocation of the bi-annual federal funding process, and is first on two contingency lists for an additional \$2 million. This funding will be available in January 2010. Additionally, staff continues to look for funding for the final mile of Aurora. Right-of-way and final design will begin once more funding is secured.

City Council Goal 8: Develop a Fircrest master plan in partnership with the State

Promote Community Participation Throughout the State's Planning Process

The Washington State Department of Social and Health Services (DSHS) and City of Shoreline staff are maintaining contact as the State completes the development of a master plan for the Fircrest Campus to present to the State Legislature in January 2010. However, this master plan is not a master development plan permit for the City of Shoreline. Thus, there have been no updates this past quarter.

Encourage Appropriate Economic Development Investment and Environmental Sustainability Opportunities

As economic development and environmentally sustainable opportunities and ideas are brought to the attention of City staff by the Council and the City's Economic Development Program Manager, staff will continue to forward this information to the DSHS project manager for consideration in the Fircrest Campus Master Development Plan Permit.

City Council Goal 9: Develop a "Healthy City" Strategy to Ensure the Community's Access to Needed Human Services

Update the Human Services Plan and Desired Outcomes

The Human Services Task Force completed its work in November and forwarded a final report to staff for review. The Plan is schedule for Council review on February 1, 2010.

Update the Youth Policy Plan

Given human and fiscal resource constraints, work on the Youth Policy Plan will follow and build on the update of the broader Human Services Plan in 2010. This work should begin at the end of the first quarter of 2010.

Promote Preventative Diversion and Rehabilitation Programs for Adults and At-Risk Youth
The City now uses human services funding to support counseling and therapeutic programs
offered by local agencies including the Center for Human Services Counseling and Family
Support programs. Though the City's funding is typically used in full by the end of the second
quarter, we work year round to be sure that agencies, schools, the courts and individuals are
aware that these services exist.

City Council Goal 10: Provide enhanced opportunities for effective citizen communication and engagement

Promote Volunteer Efforts in the City and of Partner Agencies such as the Senior Center, the Shoreline School District, and Local Human Service Agencies

Community Services Division staff continues to coordinate volunteer efforts and act as a clearinghouse for potential volunteers, connecting them with opportunities both inside the city and in the larger community. Volunteer coordination efforts include compliance with Washington Cities Insurance Authority volunteer guidelines and City Volunteer Policies.

There were fewer volunteers working with the City in the fourth quarter of 2009 as volunteer efforts generally quiet down in the winter. Volunteer opportunities in the fourth quarter on Cityowned property included several native plant installation parties at Ronald Bog, a Shoreline Community College Environmental Club clean up at Boeing Creek Park and five Adopt-a-Road clean-ups performed on the City's right-of-way.

City staff provides publicity and networking support for volunteer efforts sponsored by community groups on public property and opportunities in City operations. In the fourth quarter of 2009, public work parties including weekly community garden site preparation parties at Aldercrest Annex and beautification efforts at two elementary schools. Support can include production of flyers and posters and listings on the City's Web calendar and Channel 21.

Work in Partnership with Nonprofits to Create an Online Community Bulletin Board
At the close of the 3rd Quarter, the Shoreline Enterprise ceased its print operations in Shoreline, making their online calendar not a good fit for staff to promote as an online community bulletin board. After this decision was made, staff followed up with the Enterprise to explain that we would not be moving forward in promoting their online calendar in the community, as the lack of hard copy newspaper in Shoreline damaged the viability of the Enterprises' online presence.

Over the course of the 4th Quarter, staff researched which existing online community news organizations would be the best suited to host an online community calendar. After this review, the Shoreline Area News and the yet to be established Sound Publishing news website were seen as the two best options. Staff will work with these organizations in the 1st quarter of 2010 to see if they would be willing to have the City promote their online calendars to local community organizations for their use.

Host Town Hall Meetings and Community Forums on Key Topics of Interest
No Town Hall discussions were held in the fourth quarter of 2009. Staff will continue to look for opportunities to hold Town Hall type discussions with the community.

Other Enhanced Opportunities

In the fourth quarter of 2009, staff also implemented a polling feature on the City's website, which allows the City to take non-scientific polls of website readers. The polling tool also allows those individuals taking the poll to see the polling results immediately, providing more interactivity. This is a way to obtain interactive input for citizens and others viewing the City's website in a new, fun way.